



# Mid-South

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## Community College

### **Registration and Enrollment**

### **Chapter 4**

# Registering for Classes

## Academic Advising

Academic advisement provides important guidance for students seeking a degree, certificate, or eventual transfer to a senior institution.

Academic advisors are assigned to new award-seeking students at the beginning of each semester. Students wishing to identify their assigned advisor may do so by visiting the Learning Success Center, Admissions Office, or accessing their student profile on Campus Cruiser.

Advisors assist students in planning programs and in selecting courses; however, students have the ultimate responsibility for correct scheduling and non-duplication of coursework.

## Course Availability

Mid-South Community College offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the Academic Calendar, pages 2-3, and in class schedules which are published and posted on the College's web site in advance of each term.

**Not all classes are offered every semester. Students should check the Course Descriptions on pages 191-243 of the catalog in planning their degree programs. The College also reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.**

## Registration Procedures

New students must complete required admissions procedures prior to registering for classes. New students must indicate whether they are award-seeking, transient, concurrently-enrolled high school students or special status students (non-award seeking) on the Application for Admission. All award-seeking students must designate their choice of academic program upon admission.

Note: Non-award seeking adult students and students who have earned 12 or more hours toward their award may register on-line. Students should confer with their advisors to identify course selections. Once schedules are approved, students may register on-line by accessing Campus Cruiser on the College's website. Students should:

1. Check the printed or on-line schedule of classes for dates and times of registration.
2. Contact the Financial Aid Office, if they are scholarship or grant recipients or eligible for tuition waivers.
3. Take care of all outstanding financial obligations from prior semesters. Students with debts to the College, overdue library books, or missing admission documents will not be allowed to re-enroll until those obligations are met.

4. Confer with an academic advisor and either
  - a. complete a Class Schedule/Registration form, have the advisor enter the approved courses into the computer, and take the completed and signed Class Schedule/Registration form to the Registrar's Office to obtain a class schedule and tuition statement; or
  - b. obtain advisor approval to register on-line.
5. Pay all tuition and fees indicated on the tuition statement by the payment deadline.

## Prerequisites

A prerequisite is a requirement that must be fulfilled prior to enrolling in a specific course. Students should check the course descriptions on pages 191-243 of the catalog to be sure they have met course prerequisites prior to attempting to register for classes. Most courses at MSCC require students to complete Developmental English and Developmental Reading or to have placement scores which exempt them from these courses. Other prerequisites are listed in the course descriptions.

## Repeating a Course

A student who has received a grade of "D" or "F" for a course may repeat the course in an attempt to improve the grade. The grade earned the last time the course is taken will be the final grade. Only that grade will be considered in computing the grade-point average; however, previous grades will still appear on the student's transcript.

# Enrollment Procedures

## Adding Classes after the First Official Day of Class

Students may add classes within the period specified in the Academic Calendar. They must obtain an Add/Drop form from the Learning Success Center, obtain the required approvals listed on the form, take the approved form to the Registrar's Office for course entry, and pay the tuition charge for the additional hours as well as any associated course fees. **Students may not add courses on-line after the official first day of classes as listed in the Academic Calendar.**

## Changing Course Sections

Students who need to change sections of a course after the Last Day to Add, as listed in the Academic Calendar, must obtain an Add/Drop form from the Registrar's Office and obtain approvals from both the instructors of the section they wish to drop and of the section they wish to add, as well as the approval of the Vice President for Learning and Instruction. Schedule changes after the first official day of classes as listed in the Academic Calendar may not be completed on-line. Approved forms must be submitted to the Registrar's office to officially record the change, and the Course Schedule Change fee must be paid to the Finance Office for any schedule changes after the Official Enrollment Day as listed in the Academic Calendar. Generally changes in section are approved only for documented reasons such as changes in

work schedules or family emergencies. When such section changes are approved, grades earned in the first section of enrollment will be transferred to the new section.

## Changing Personal Data

Students must keep the Registrar's Office informed of any changes in name, address, telephone number, emergency contact or choice of academic program. Change of Information forms are available in the Registrar's Office.

Having current information on file ensures that notices are mailed to the correct address, that students can be contacted by instructors or other College personnel when necessary, and that their credits are being applied to the appropriate program.

## Enrollment Requirements for Award-Seeking Students

The Registrar's Office at Mid-South Community College will evaluate the transcripts of all students graduating after May 2002, from Arkansas high schools, out-of-state high schools, home schooling, and private high schools, as well as GED recipients, for the purpose of granting them conditional or unconditional enrollment status. The Registrar's Office will inform students of their enrollment status in writing prior to their initial enrollment in courses.

All award-seeking and transient students are required to provide official transcripts or other official notification of eligibility for MSCC courses to the Registrar's Office. Those who do not have official documents on file at the time of registration for classes may be conditionally enrolled pending receipt of this documentation within 30 days of enrollment.

## Unconditional Enrollment of Award-Seeking Students

Award-seeking students must have completed the Arkansas core high school curriculum with a minimum cumulative grade point average of 2.0 on a 4.0 scale and meet academic placement requirements to be granted unconditional enrollment status at Mid-South Community College. Students' grade point averages as computed by their high schools (converted to a 4.0 scale if necessary) will be used.

Students who receive a GED or who are graduates of home schooling or private high schools after May 1, 2002, must have a minimum composite score of 19 on the American College Test (ACT). Out-of-state students must have completed the equivalent of the Arkansas high school core curriculum with a minimum GPA of 2.0 on a 4.0 scale.

### Arkansas Core High School Curriculum

English	Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
Natural Science	Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.
Mathematics*	Four units, including Algebra I and II, Geometry, and an advanced math course. (*The fourth unit is not a requirement for students graduating prior to 2004.)

Social Studies Three units, including one of American History (not contemporary American History), one of World History (not World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government (not to include courses in practical arts.)

A course unit is defined as the credit received for completion of one year of a course in high school or as the credit received for completion of one 3-credit hour semester college course. Science courses must include a lab, and no remedial/developmental course may apply. Only College Algebra or a higher-level college mathematics course will satisfy the math requirement for unconditional admission.

**Unconditional enrollment is further dependent upon students having the required placement test scores in reading, writing, and mathematics for college-level work.**

## Conditional Enrollment of Award-Seeking Students

Students requiring developmental coursework will be conditionally enrolled pending completion of their developmental requirements. The core curriculum and grade point average requirements will not apply to students enrolling in Certificate of Proficiency or non-credit courses, nor will it apply to students who are not seeking a degree or technical certificate. However, such students are expected to meet Ability to Benefit requirements for admission.

Conditionally admitted students must successfully complete any required developmental coursework within their first 30 hours of enrollment and designated core academic and technical courses within their first 30 hours of college-level coursework. Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

All first-time entering, award-seeking students at MSCC should enroll in CSUR 1101 College Survival during their first semester, and students placing in one or more developmental courses must also successfully complete DSTU 1102 College Study Skills within the first 12 hours of enrollment.

## Core Academic Requirements for the Associate of Arts

Students seeking an Associate of Arts who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I    POLS 1143 American Government **or**  
MATH 1113 College Algebra **or**    HIST 2123 U.S. History Before 1877 **or**  
MATH 1133 Math for Liberal Arts    HIST 2133 U.S. History After 1877  
ENGL 1123 English Composition II

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

## Core Academic, Technical Requirements for Technical Certificates and Associate of Applied Science Degrees

Students seeking a technical certificate or an associate of applied science degree, who are conditionally admitted, must successfully complete, with a cumulative 2.0 GPA, six (6) hours

of core academic courses and six (6) hours of technical courses required for the award within the first thirty (30) hours of college-level enrollment.

The required core academic courses are ENGL 1113 English Composition I and DMTH 1033 Developmental Math III or MATH 1113 College Algebra as required by the specific program.

Required technical courses are as follows:

**Associate of Applied Science in Advanced Manufacturing Technology**

MANF 1023 Design for Manufacturing & MANF 1033 Manufacturing Production Processes

**Associate of Applied Science in Aviation Technology**

AMTG 1003 Aviation Math and Basic Physics & AMTG 1024 Basic Aviation Electricity

**Associate of Applied Science in Business Technology**

BUSN 1143 Business Communication-& COMP 1113 Computer Fundamentals

**Associate of Applied Science in Information Systems Technology**

ISTC 1013 IT Principles and Practices & ISTC 1053 Introduction to Web Page Design

**Associate of Applied Science in General Technology**

Requirements vary depending upon the program of study. Students should consult with the Registrar.

**Associate of Applied Science in Renewable Energy Technology**

MANF 1033 Manufacturing Production Processes & ENER 1013 Introduction to Renewable Energy

**Associate of Applied Science in Logistics/Supply Chain Technology**

TRAN 1003 Introduction to Transportation, Distribution, & Logistics & TRAN 1013 Fundamentals of Transportation Operations

**Associate of Applied Science in Medical Assisting Technology**

MDAS 1003 Medical Assisting Administrative Procedures and MDAS 1033 Medical Law & Ethics

**Technical Certificate in Advanced Manufacturing Technology**

MANF 1023 Design for Manufacturing & MANF 1033 Manufacturing Production Processes

**Technical Certificate in Aviation Airframe Maintenance Technology**

AMTA 1076 Aircraft Metallic Structures

**Technical Certificate in Aviation in Aviation Powerplant Maintenance Technology**

AMTP 1006 Reciprocating Engines I

**Technical Certificate in Diesel Maintenance Technology**

HTDM 1013 Preventive Maintenance & HTDM 1023 Electrical Systems

**Technical Certificate in Pharmacy Technology**

MEDP 1043 Medical Terminology & PHAR 1003 Introduction to Pharmacy Operations

**Technical Certificate in Renewable Energy Technology**

MANF 1033 Manufacturing Production Processes & ENER 1013 Introduction to Renewable Energy Technology

## Technical Certificate in Logistics/Supply Chain Technology

TRAN 1003 Introduction to Transportation, Distribution, & Logistics & TRAN 1013 Fundamentals of Transportation Operations

Enrollment in further courses will be barred until these requirements are met.

## Consequences of Conditional Enrollment

Students who successfully complete the core requirements within the first thirty (30) hours of enrollment in college-level courses will be reclassified as unconditionally enrolled.

Conditionally enrolled students who do not successfully complete developmental courses or required core academic or technical courses with a minimum overall GPA of 2.0 may not enroll in more than 12 credit hours for subsequent semesters until their overall GPA is 2.0 or higher. Those whose overall GPAs fall below 2.0 are also subject to the regular academic probation and suspension policies of the College.

Students on academic probation must meet with the Vice President for Student Affairs (or designee) to develop a plan of action to improve their grade point averages and to have their class schedules approved prior to registration for the next semester.

## Enrollment for Non-Award Seeking Students

Please refer to Admission of Non-Award Seeking Adult Students.

## Dropping Classes or Withdrawing from the College

**Please note that students may not drop classes after the Last Day for Schedule Changes or withdraw from the college on-line.** They must obtain an Add/Drop form from the Registrar's Office and obtain the following approvals listed on the form: instructor for the course, LSC counselor, Financial Aid, Cashier, and Registrar's Office. Students who are unable to contact their instructor(s) should seek assistance from the Academic Affairs Office or the Learning Success Center. A fee for schedule changes made after the Official Enrollment Day as listed in the Academic Calendar is payable at the Cashier's window in the Reynolds Center.

All students dropping a class or all classes are required to do a withdrawal survey before the form is processed in the Registrar's office. A drop or withdrawal is not official unless it is submitted by the student to the Registrar's Office and the fee is paid. Students who withdraw must turn in their student ID cards to the Registrar's Office.

Students who drop classes prior to the first official class day as listed in the Academic Calendar will receive a full refund of tuition and associated fees. Students may receive a partial refund of tuition for classes dropped by the 80 percent refund date as listed in the Academic Calendar. Those who drop after the 80 percent refund date will not receive any refund.

**Fees are not refundable on or after the first official class day.** An exception is made for fees assessed and paid at the time of enrollment for commercial examinations to be used as approved final examinations for specific courses. Students who paid such fees, but who drop without taking the examinations, can obtain refunds for the cost of the tests if they submit written requests for a refund at the time they submit their drop form. Students who do not officially drop or withdraw waive their rights to such refunds.

All classes dropped by the last day to drop as listed in the Academic Calendar will be listed as a “W” on students’ transcripts. Dropping one or more classes or withdrawing from the College may negatively impact students’ financial aid. Students receiving financial assistance should contact the Financial Aid Office before beginning the drop or withdrawal process.

**Students who fail to officially drop a class which they cease to attend will receive a grade of “F” on their transcripts for that class.** The College does not administratively drop students for non-attendance.

No class may be dropped after the last day to drop, as listed in the Academic Calendar. Students who are unable to drop because of unusual circumstances may submit an appeal to the Registrar’s Office as outlined in the section that follows.

## Appeal Process for Drops or Withdrawals after the Official Deadline

Students who are unable to drop or withdraw by the deadline published in the Academic Calendar because of unusual circumstances may request an exception to this policy by submitting a written appeal with substantiating documentation no later than 30 days after the end of the semester for which the drop or withdrawal is requested. Appeals must include the following:

- Student’s name and MSCC Identification Number or Social Security number
- Completed Add/Drop form, with necessary signatures
- The semester for which the policy is being appealed
- Detailed explanation of the reason for the appeal, including course names, numbers and sections, and instructors’ names
- The student’s signature
- Supporting documents

Supporting documentation is any information obtained from sources other than the student that may substantiate the student’s appeal. This may include, but is not limited to, proof of hospitalization, copy of medical records, employer verification of employment change, and/or instructor certification of non-attendance.

Appeals should be dated and addressed to the Registrar, Mid-South Community College, 2000 West Broadway, West Memphis, AR 72301.

An appeals committee composed of three administrators and/or staff members will consider the request. Circumstances which warrant an appeal typically include critical illness, family emergency, or work-related travel of sufficient time spans that students have been unable to submit the required forms in a timely manner. Students will be sent written notification of the committee’s decision within 10 working days from the time the appeal was received.

Students who are dissatisfied with the committee’s decision may then appeal to the Executive Vice President.

## Enrollment in Electronically-Delivered Courses

Electronically-delivered courses may be provided via compressed video, cable television, or the internet. Prior to enrolling, students should consider whether they have the necessary self-discipline and study skills to succeed in these learning environments.

Interactive video classes generally follow the traditional format of regular weekly class meetings, but the instructor and some enrolled students may be located at remote sites with class presentations and discussions conducted through a two-way video/audio system.

On-line courses are delivered via the internet with course materials and student work posted on Course Cruiser. Instructor/student interaction is conducted through e-mail, discussion boards, or chat sessions. Depending upon course structure, tests and examinations may either be provided on-line or on-campus at a specified time.

Hybrid courses combine traditional classroom instruction with some on-line components delivered through the internet. On-line assignments may either enhance course activities or replace some regularly scheduled class meetings.

Students who wish to enroll in compressed video or Internet courses offered by or through the College must have a high school or college GPA of a 2.50 or better. Students enrolling in Internet courses **must** have word processing and e-mail skills, access to the Internet, and successful completion of prior college hours. Exceptions to this policy must be approved by the instructor and the Vice President for Learning and Instruction.

## Grade Reports

Mid-term and final semester grades are available on-line each academic term through Campus Cruiser on the College's website. Instructions for using PIN numbers to access secure accounts are provided on the Campus Cruiser web page. However, final grade reports for students with missing transcripts and/or immunization records or with debts to the College are held pending resolution of the problem.

Mid-term grades are not recorded on students' transcripts, but students with grades below a "C" at mid-term should schedule a conference with their instructors to discuss how their performance can be improved.